

CHARLOTTE COUNTY TAX COLLECTOR

VICKIE L POTTS

18500 Murdock Circle - Port Charlotte FL 33948

941-743-1350

Registration for Tourist Development Tax Account

1. Owner's Name		Account No. (Office Use Only)	
2. Mailing Address		11. Address of Actual Rental Unit#	
City	State Zip	City	State Zip
3. Telephone Number 4. Fax Number		12. Business Tax Account Number	
5. Business Name (if applicable)		13. Real Property Number / Tangible Property Number	
6. Federal Employer ID Number (if applicable)		14. State Sales Tax Number (DOR)	
7. Business Organization Circle One	Corporation Partnership Trust Professional Associaton Individual Other _____	15. Filing Periods- Please tell us how you would like to file ____ Semi Annually ____ Quarterly ____ Monthly	
8. Circle Type	9. Name of Facility 10. #of Units	16. Tourist Express Account? ____ Yes ____ No You must provide your email address to file on-line.	
Hotel	_____	17. E-mail Address:*	
Motel	_____	Print Name _____	
Camp	_____	Signature _____	
Mobile	_____	Date _____	
Condo	_____	Rental Start Date: _____	
Home	_____		
Apart	_____		
If more than one(1) unit please complete the update form (on-line)			

Instructions for Completing Individual Registration

- 1 **Owner's Name** - Enter the name of the property owner(individual, partner or corporate name, whichever is applicable)
- 2 **Mailing Address** - Enter address for all mailings from this office - this includes notices, correspondence, and return forms.
- 3 **Telephone Number** - Enter telephone number, including area code, of the property owner.
- 4 **Fax Number** - Enter fax number, including the area code, of the property owner.
- 5 **Business Name** - Enter the name of the business (eg. Hotel name, apartment building name, etc.).
- 6 **Federal Employer ID Number** - Enter the business FEI number. If there is none, leave blank.
- 7 **Type of Business** - Circle one that best describes the entity named in item #1.
- 8 **Type of Facility** - Circle the one that best describes the rental facility.
- 9 **Name of Facility** - Enter the name of the complex (i.e. the name that is on the sign out front).
- 10 **Number of Units** - Enter the number of units that this application covers (do not include the other units at the facility that do not belong to this owner. If more than one(1) please fill out the update form online.
- 11 **Rental Location** - Enter actual street address,city, state and zip code of the property being rented.
- 12 **Business Tax Receipt** - Owners are to obtain an Business Tax Receipt number and enter this number here.
The Business Tax Application is avaiable online and can be submitted with the Tourist Tax Application. \$35.00 Annually Fee
- 13 **Real Property Account Number and Tangible Personal Property Number** - Enter the account number from your real estate tax bill and your tangible tax bill
- 14 **State Sales Tax Number** - Enter sales tax number issued by the Department of Revenue(DOR) for reporting the 7% state sales tax. You must have the state sales tax number prior to submitting the Tourist Tax Application.
- 15 **Filing Periods**-Please select your reporting option. **Semi Annually** (March and September) **Quarterly** (March,June,September December) **Monthly** (January-December)
- 16 **Tourist Express Account**- If you would like to report your Tourist Tax on-line. This will require a e-mail address.
- 17 **E-Mail Address**- We must have an e-mail address on file if you wish to file on-line.